

Quick Reference Guide:

End of Year Collection

This guide provides instructions for creating 16-17 calendars, rolling student enrollments to the 16-17 year (if applicable), and ending student enrollments for the 15-16 year, including the entry of graduation data.

Topics in this Quick Reference Guide include:

- *Creating Calendars*
- *Enrollment Roll Forward*
- *Enrollment End Batch*
- *Using a District's Student Information System to Complete End of Year Requirements*
- *Enrollment Adjustments*
- *EOY State Published Ad Hoc Reports*
- *Resync Data*



For more information:

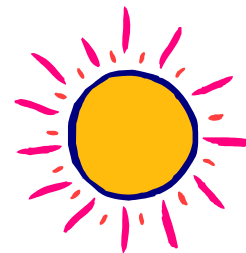
[AIM Entry Scenarios and Examples](#)
[AIM Exit Scenarios and Examples](#)

For specific questions, call the OPI AIM Helpdesk at 1-877-424-6681 (1-877-4AIMMT1) or 444-3800.

The End of Year Collection completes enrollments for the closing year and begins the process of enrolling students for the 16-17 year.

Schools create calendars for the 16-17 school year and have the option of pre-enrolling students for the next year.

Closing year enrollments may be ended in a batch (using Infinite Campus tools) or may be ended using the File Upload process. This collection ends June 17, 2016.



Before beginning this process, there are a few considerations:

- 1. How do I create new calendars for the 16-17 year?**
 - Districts may use the Calendar Wizard tool to create calendars for the next school year. *page 2*
- 2. May I automatically roll over enrollments for next year?**
 - Districts have the option to use the Enrollment Roll Forward tool to create enrollments for the 16-17 school year. *page 7*
- 3. May we end all student enrollments at the end of the year, or do we have to do them individually?**
 - Districts have the option to use the Enrollment End Batch tool to end all student enrollments at once. *page 12*
- 4. May I use the Enrollment End Batch tool to enter graduation data?**
 - The Enrollment End Batch tool may be used to enter graduation data for students. Students who do not graduate (or graduate late) need their records changed manually. *page 14*
- 5. We only have grades K-8 in our district. What do we do with our 8th grade students?**
 - Students who have completed all the grades in a district should be exited using the Enrollment End Batch tool. K-8 students do not have graduation data entered. *page 13*
- 6. May I use our district's Student Information System to complete this collection?**
 - A district may use the File Upload process to complete the End of Year collection. However, the Calendar Wizard Tool must be used to roll Calendars forward. *page 16*
- 7. What should I do if I roll a student forward then later find out they are not returning?**
 - Student enrollments will have to be adjusted manually if students do not return the following year.
- 8. What should I do with PK students?**
 - PK students should be rolled forward manually. *page 10*

END OF YEAR PROCESS - INFINITE CAMPUS TOOLS

(see page 15 for file upload tools)

NOTE: For best results, perform these steps *in the order listed*. If end dates have already been entered prior to creating the 16-17 year enrollments, call the OPI AIM help desk at 1-877-424-6681 for assistance.

- **Step 1: Calendar Wizard/Calendar Roll Forward** – create New Year calendars by copying the data from previous year calendars.
- **Step 2: Enrollment Roll Forward** – promote students to the new calendar and grade (optional). Alternately, these New Year enrollments can be entered manually or if you don't use Infinite Campus as your main Student Information System (SIS), the upload process can be used to create new-year enrollments en-masse.
- **Step 3: Enrollment End Batch** – end student enrollments for the closing year and enter graduation data for graduating students (optional).

Step 1: Creating New Year Calendars

From the **Index**, select **System Administration, Calendar** and **Calendar Wizard**.

Select *Create new Calendars by rolling forward selected data (last year's data will be added to a newly created calendar)*.

Click **Next**.

Select 16-17 from the *Year* drop down box.

The *Name Template* should be [year] [schoolname].

Enter "1" in the *Number* field.

Enter the *Start* and *End Date* (Choose the state fiscal year start and end dates).

Select the *Calendar(s)* from the previous year to roll forward

Click **Next**.



NOTE: Roll all the calendars in the district at once by using the multiple select feature. If there is more than one calendar in a school (e.g., a K-6 calendar and a PK calendar) each calendar must be given a different name. Please contact the OPI AIM Helpdesk at 1-877-424-6681 for assistance.

Check the appropriate boxes to copy data from last year's calendar to this year's calendar. It is recommended to check all boxes (*Days and Day Events* cannot be checked).

For instance, while you may have a new course numbering system in the New Year, or other changes to the New Year calendars, it is easier to change those after you copy the old calendars than to re-enter all new courses.

Click **Run Wizard**.

Scroll to bottom of **Progress** box to verify the Wizard is complete.

When the Wizard is complete, refresh the page.

- Internet Explorer: Refresh or F-5
- Firefox: Reload or Ctrl+R

Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow d

Pick the Data to Copy

☒ Calendar Attributes
☒ Schedule Structures
 ☒ Term Schedules
 (NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 ☒ Period Schedules
 ☐ Days
 ☐ Day Events
☒ Grade Levels
☒ Courses
 ☒ Sections w/ Schedule Placement
 ☒ Teacher Assignments
 ☒ Section Staff Assignments
 ☒ Room Assignments
 ☒ Grading Tasks & Credits
 ☒ Composite Grading
 ☒ Scheduling Rules
 ☒ Schedule Building Constraints
☒ Attendance Excuse Codes
☒ Scheduling Teams
 ☒ Section Team Assignments
☒ Calendar Overrides

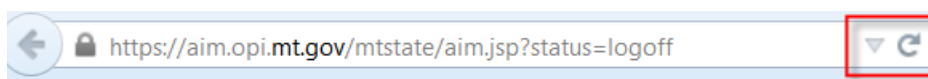
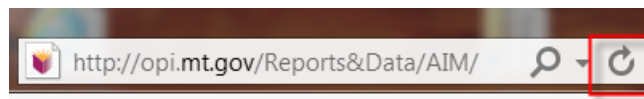
Run Wizard < Back Next >

Progress

0 Sections copied.
0 Section Placements copied.
0 Teaching Section Assignments copied.
Course Fees copied.
0 Staff Section Assignments copied.
0 Scheduling Rules and 0 Planning Rules copied.
0 Build Constraints - Course Placement - copied.
0 Build Constraints - Course Room - copied.
0 Build Constraints - Course Teacher - copied.
0 Build Constraints - Room Placement - copied.
0 Build Constraints - Teacher Placement - copied.
0 Grading Tasks and Credits copied.
0 Composite Grading entries copied.
0 Calendar Overrides copied.
0 Assessments copied.

Complete

< Back Next >



15-16 Hardin High School

Calendar Grade Levels Schedule Structure Terms Periods

Save

Calendar Info

Calendar ID: 58 School: 0037 Hardin High School (schoolID:2)

*Name: 15-16 Hardin High School Number: 1

*Start Date: 07/01/2015 *End Date: 06/30/2016

Student Day (instructional minutes): Teacher Day (minutes):

Whole Day Absence (minutes): Half Day Absence (minutes):

Type: I: Instructional

Require Student Assignment: ☐

Testing Count Date:

Comments: rolling 02/06/2015 02:01 PM

At the top of the screen, select the 16-17 school Year and a School.

From the **Index**, select **System Administration, Calendar** and **Calendar**.

Verify the *Start* and *End Dates* and calendar *Number* (can be 1 for every school in the district – must be unique if there is more than 1 calendar per school).

Click **Save**.

Note for District Edition users only: "Student Day (instructional minutes)" is used in the ADA calculations. If left blank, will default to 360. And calculated ADA will be different between enrollment and ADA report.

Select the **Grade Levels** tab.

Verify grades for the school.

If grades are not correct for the school, contact the OPI School Finance Division at (406) 444-4524 for assistance.

NOTE: Do not add or reconfigure grade levels for schools (e.g., adding grade 6 to your 7-8 calendar) without first alerting OPI of the need for the change.

NOTE: Seq numbers between grades must be one higher than the grade and in order. This allows students to roll forward to the next grade in the sequence.

15-16 Hardin High School

Calendar **Grade Levels** Schedule Structure Terms Periods Days

New

Grade Level Editor	
Name	Seq
09	10
10	11
11	12
12	13

15-16 Hardin High School

Calendar Grade Levels **Schedule Structure**

New

Schedule Structures Editor

Name
Main

Select the **Schedule Structure** tab.

There should be one Schedule Structure: *Main*.

Select the **Terms** tab.

If a Term Schedule exists, click the name of the term (e.g., Full Year). Enter the *Start Date* and *End Date* for the 16-17 school year (these are student instructional start and end dates).

Click **Save Term Schedule/Terms**.

15-16 Hardin High School

Calendar Grade Levels Schedule Structure **Terms** Periods Days

Save Term Schedule/Terms **New Term Schedule/Terms** **Delete Term Schedule/Terms**

Term Schedule/Terms Editor

Name
Full Year

Term Schedule Detail

*Name: Full Year Primary: ☒

Term Detail

*Name: Y *Sequence: 1 *Start Date: 08/27/2015 *End Date: 06/03/2016

Add Term

If a Term Schedule does not exist, click **New Term Schedule/Terms**. Select the *Term* and click **Create Terms**. Follow the instructions above to enter term dates.

Auto Create Term Schedules

Parameter Selection

This Schedule Structure has no terms, and this tool will create some for you. Infinite Campus supports multiple term schedules, but only select the term schedules needed for your schedule. Full-year, semester, and quarter long classes can all be created in a quarter term schedule, so those options are mutually exclusive.

☒ Full Year (1 term)

☐ Semesters (2 term)

☐ Trimesters (3 term)

☐ Quarters (4 term)

☐ OtherNumber of Terms:

0

Create Terms



Note: At least one term is required. It is recommended to enter semesters at least (or trimesters, if applicable).

15-16 Hardin High School

Calendar Grade Levels Schedule Structure Terms **Periods** Days

Save Period Schedules New Period Schedule Delete Period Sched/Periods

Period Schedule/Periods Editor

Name

1

Period Schedule Info

*Name *Sequence Instructional Minutes School Day

1 1 0 0

Period Info

*Name *Sequence Start Time End Time Lunch Time Non-Instructional

1 1 [] [] [] []

Add Period

OPTIONAL

Select the **Periods** tab.

Under **Period Schedule/Periods Editor**, select the name of the period schedule (e.g., Default) to open the screen. Verify the times for each period.

To add a new period, click **Add Period**.

To modify an existing period, change the *Name*, *Sequence*, *Start Time*, *End Time*, *Lunch Time* or check *Non-Instructional*.

Click **Save Period Schedules**.

OPTIONAL

Create a school calendar using the **Days** tab.

Select the **Days** tab.

Click **Day Reset**. Enter the Instructional *Start* and *End Dates*. Click the days of the week that school is in session.

Click **Create Days**.

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date 08/27/2015

*End Date 06/03/2016

Duration 0

Fill Missing Days Only ☒

Mon Tue Wed Thu Fri Sat Sun

☒ ☒ ☒ ☒ ☒ ☐ ☐

Create Days

15-16 Hardin High School

Calendar Grade Levels Schedule Structure Terms Periods **Days**

Save Day/Day Events Delete Day/Day Events Day Reset Print

Multi Day Event

<< **August 2015** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▼ Event on this Day

Day Detail

Date 08/27/2015 Day # Not an instructional day.

Period Schedule 1

School Day Instruction Attendance

☐ ☐ ☐

Start Time End Time Duration

Comments

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Enter Non-Instructional and PIR dates.

Click the selected date. Enter or remove information as necessary.

Example:

PIR day - Un-check *Instruction* and *Attendance*, click **Add Day Event**, and for *Type* enter *IS: In Service*. Click **Save Day/Day Events**.

Select the **Print** icon to view the calendar.

Step 2: Creating enrollments for the 16-17 school year - ENROLLMENT

Before using the Enrollment Roll Forward tool, modify the enrollments for any students who are not continuing in the 16-17 school year, including transferring students and students who are being retained at their current grade level. This must be done before using the Enrollment Roll Forward tool, so that the student is not advanced a grade in the process.

This section shows how to enter End Date and End Status for transfers and other non-continuing students, how to indicate that a student has been retained, and how to manually enroll a retained student in the 16-17 school year.

Transfers

Use the 15-16 school year.

Using the **Search** tab, find the student.

Click the **Enrollments** tab.

The End Status appears on the **Enrollments** tab. *If it does not display the correct End Status for a student who transferred, modify the record to add the transfer End Status.*

Click the record for 15-16 to edit it.

Jackman, Hugh L
Grade: 12 #414053 DOB: 03/18/1997 Gender: F

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	14-15 Hardin High School	08/25/2014	

Start Status: 02 Continued enrollment same school, no interruption
End Status:

Jackman, Hugh L
Grade: 12 #414053 DOB: 03/18/1997 Gender: F

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Save Delete Print Enrollment History New New Enrollment History

	Grade	Type	Calendar	Start Date	End Date
	11	P	13-14 Hardin High School	08/26/2013	05/30/2014
	10	P	12-13 Hardin High School	08/27/2012	05/31/2013
	09	P	11-12 Hardin High School	08/29/2011	06/01/2012

General Enrollment Information

Calendar: 14-15 Hardin High School Schedule (read only) Main

*Start Date: 08/25/2014 No Show: ☐ End Date: 08/05/2015

*Start Status: 02 Continued enrollment same school, no interruption End Status: 120 Transfer to a public school in the same district

Click the **15-16 enrollment record** to open the enrollment screen.

Transfers and Withdrawals -- Enter *End Date* and *End Status* to describe the transfer or other reason the student will not be enrolled the following year.

Click **Save**.

Retained Students

Retained students must be manually entered in the next year's enrollment, since they do not roll over in the automated process.

Sheen, Martin C
Grade: 09 #108803 DOB: 10/21/1999 Gender: M

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Hardin High School	08/27/2015	
	09	P	14-15 Hardin High School	08/25/2014	
	08	P	13-14 Hardin Middle School	08/26/2013	05/30/2014
	07	P	12-13 Hardin Middle School	08/27/2012	05/31/2013

General Enrollment Information

Calendar: 14-15 Hardin High School Schedule (read only): Main *Grade: 09 Class Rank Exclude: ☐

*Start Date: 08/25/2014 No Show: ☐ End Date: 08/05/2015 End Action: R: Retain *Service Type: P: Primary

*Start Status: 04: Transfer from public school in district or state End Status: 100: End of year, returning to same school next year

Dropout Reason:

Start Comments:

End Comments:

Click on the 15-16 enrollment record to open the screen. Enter the *End Date* and *Status* (100: End of Year...).

Click **Save**.

Year: 15-16 School: Hardin High School

Index Search Help < **Sheen, Martin C**
Grade: 09 #108803 DOB: 10/21/1999 Gender: M

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Save New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	09	P	14-15 Hardin High School	08/25/2014	
	08	P	13-14 Hardin Middle School	08/26/2013	05/30/2014
	07	P	12-13 Hardin Middle School	08/27/2012	05/31/2013
	06	P	11-12 Hardin Middle School	08/29/2011	08/01/2012

General Enrollment Information

*Calendar: 15-16 Hardin High School *Schedule: Main *Grade: 10 Class Rank Exclude: ☐

*Start Date: 08/27/2015 No Show: ☐ End Date: End Action: *Service Type: P: Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status:

Dropout Reason:

To enter a manual enrollment for a retained student, change the Calendar Year to 16-17 and select the appropriate school. Click **New**.

Enter the student's 16-17 Grade, Start Date and Start Status (02: Continued enrollment same school, no interruption).

Click **Save**.

Rolling Forward Students to the Same School in District – NON PK STUDENTS

From the **Index**, select **System Administration>Student>Enrollment Roll Forward**.

1. Select one 15-16 calendar (source calendar) from which to roll forward the enrollment.
2. Choose the *Grade(s)* that will be continuing in that school (e.g., if a 7-8 school, choose grade 7 only).
3. Choose all *Service Type(s)* listed to roll forward all students.
4. Choose the *Source Structure* (Main).
5. Select the *Start Status* for the 16-17 school year (02: Continued enrollment same school, no interruption).
6. Choose the *Destination Calendar* for the 16-17 school year. Same school as step #1.
7. Choose the *Destination Grade* (not required – students will automatically be advanced to the next grade in sequence – sequences must be set ahead of grades, i.e., Grade KF is Seq 1, grade 1 is Seq 2).
8. Choose the *Destination Structure* (Main).
9. Enter the first day of instruction for students in this grade level.
10. Click **RUN TEST**.
11. If **RUN TEST** returns acceptable enrollment counts, grade levels and schools, click **RUN**.
 - a. If **RUN TEST** returns **unacceptable** counts, review Calendar End Dates, Grade Levels and Sequences and selections in the Enrollment Roll Forward screen.

~Repeat for each school.

Hint:

Select grades to roll forward based on their start status in the upcoming school year.

Do not select PK (see page 10).

Enrollment Roll Forward - Test Mode

Destination Calendar/Grade

14-15 Hardin Primary 01 rolled to 15-16 Hardin Primary(Main) 02 Students: 115
14-15 Hardin Primary KF rolled to 15-16 Hardin Primary(Main) 01 Students: 97

* Student's enrollment ended on the last day of the term

Rolling Forward Students to the Same School in District – PK STUDENTS

1. PK students should be rolled over manually.
2. Select 15-16 year.
3. Select **Search** tab> select **Student** Click **Advanced Search**.
4. Select **Grade PK** Click **Search**.
5. A list of the current year PK students appears to the left. Change the year to 16-17.
6. Click the name of a student.
7. Click on the **Enrollment** tab.
8. Click **New**.
9. Enter the next year's *Start Date* and *Status* and the *Grade* level.
10. If the student is continuing in PK be sure *Service Type* is set to *N: Special Ed Services*.
11. If the student is entering Kindergarten, be sure the *Service Type* is set to *P: Primary*.
12. Click **Save**

Rolling Forward Students to a New School in District

(e.g., roll students from middle to high school)

From the **Index**, select **System Administration>Student>Enrollment Roll Forward**.

1. Select one 15-16 calendar (source calendar) from which to roll forward the enrollment.
2. Choose the *Grade(s)* that will **NOT** be continuing in that school (e.g., if a 7-8 school, choose grade 8 only).
3. Choose all *Service Type(s)* listed to roll forward all students.
4. Choose the *Source Structure* (Main).
5. Select the *Start Status* for the 16-17 school year (04: Transfer from public school in district or state).
6. Choose the *Destination Calendar* for the 16-17 school year. Should be the calendar of the next school.
7. Choose the *Destination Grade* (not required – students will automatically be advanced to the next grade in sequence – sequences must be set ahead of grades, i.e., Grade KF is Seq 1, grade 1 is Seq 2).
8. Choose the *Destination Structure* (Main).
9. Enter the first day of instruction for students in this grade level.
10. Click **RUN TEST**.
11. If **RUN TEST** returns acceptable enrollment counts, grade levels and schools, click **RUN**.
 - a. If **RUN TEST** returns **unacceptable** counts, review Calendar End Dates, Grade Levels and Sequences and selections in the Enrollment Roll Forward screen.

~Repeat for each school.

Hint:

Select grades to roll forward based on their start status in the upcoming school year.

Enrollment Roll Forward - Test Mode

Destination Calendar/Grade

14-15 Hardin Primary 02 rolled to 15-16 Hardin Intermediate(Main) 03 Students: 127

* Student's enrollment ended on the last day of the term



DO NOT CONTINUE TO THE NEXT STEP UNTIL YOU HAVE COMPLETED THE ENROLLMENT ROLL FORWARD PROCESS (pages 7-11) FOR GRADES K-11. The Enrollment Roll Forward must be completed before running this Enrollment End Batch process.

Step 3: Enrollment End Batch Process

From the **Index**, select **System Administration>Student> Enrollment End Batch**

CONTINUING STUDENTS: Same School

This step ends the 15-16 enrollments by adding an End Date and Status for each student that will continue in the same school next year.

Select a 15-16 *Calendar*.

Select the *grade(s)* that will continue in that school next year (e.g., for a PK-6 school, select grades PK-5 because grade 6 goes to another school next year.).

Enter *End Date* and *End Status* (100: *End of year, returning to same school next year*).

Click **Run**.

The screenshot shows a web-based form for the 'Enrollment End Batch' process. It is divided into several sections:

- Select Calendars:** A list of school calendars for the 15-16 and 14-15 school years. '14-15 Hardin Intermediate' is selected.
- Select Fields to fill:** Fields for 'End Date' (06/05/2015), 'End Status' (100: End of year, returning to same school next year), and 'End Action'.
- Graduation:** Fields for 'Diploma Date', 'Diploma Type', 'Diploma Period', 'Post Grad Location', and 'Post Grad Plans'.
- Select Grades:** A grid of checkboxes for grades 01 through 12, and PK through UM. Grades 04 and 05 are checked.
- Select Ad Hoc Student Filter:** A dropdown menu.
- Run:** A button to execute the batch process.

Select Calendars

- 15-16 Crow Agency School
- 15-16 Fort Smith School
- 15-16 Hardin High School
- 15-16 Hardin Intermediate
- 15-16 Hardin Middle School
- 15-16 Hardin Primary
- 14-15 Crow Agency School
- 14-15 Fort Smith School
- 14-15 Hardin High School
- 14-15 Hardin Intermediate
- 14-15 Hardin Middle School**
- 14-15 Hardin Primary
- 13-14 Crow Agency School
- 13-14 Fort Smith School
- 13-14 Hardin High School

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date: 06/05/2015

End Status: 110: Promoted to another school in the same district

End Action: [v]

Graduation

Diploma Date: [calendar icon]

Diploma Type: [v]

Diploma Period: [v]

Post Grad Location: [v]

Post Grad Plans: [v]

RUN

Select Grades

☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07

☒ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ KF ☐ KH

☐ P1 ☐ PK ☐ UE ☐ UH ☐ UM

Select Ad Hoc Student Filter

[v]

CONTINUING STUDENTS: Advancing to another school in district.

This step ends the 15-16 enrollments by adding an End Date and Status for each student who will advance to another school in the district next year.

Select a 15-16 *Calendar*.

Select the grade that will advance to the new school next year (e.g., for a middle school, select grade 8).

Enter *End Date* and *End Status* (110: *Promoted to another school in the same district*).

Click **Run**.

NON-CONTINUING STUDENTS:

Students who have completed all the grade levels in a district (school is K-6 or K-8 only) and will advance to another district

Select a 15-16 *Calendar*.

Select the last available grade in the district.

Enter *End Date* and *End Status* (140: *Transfer to another public school in district in MT*).

Click **Run**.

Note: Do **not** enter graduation data for these students – graduate data is only entered for students in grade 12.

Select Calendars

- 15-16 Spring Creek School
- 14-15 Spring Creek School**
- 13-14 Spring Creek School
- 12-13 Spring Creek School
- 11-12 Spring Creek School
- 10-11 Spring Creek School
- 09-10 Spring Creek School
- 08-09 Spring Creek School
- 07-08 Spring Creek School
- Spring Creek School(248)

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date: 08/05/2015

End Status: 140: Transfer to public schl in another district in MT

End Action: [v]

Graduation

Diploma Date: [calendar icon]

Diploma Type: [v]

Diploma Period: [v]

Post Grad Location: [v]

Post Grad Plans: [v]

RUN

Select Grades

☐ 01 ☐ 02 ☐ 03 ☐ 04

☐ 05 ☐ 06 ☐ 07 ☒ 08

☐ KF ☐ KH ☐ P1

☐ PK ☐ UE ☐ UM

Select Ad Hoc Student Filter

[v]

HIGH SCHOOL SENIORS: GRADUATES

This step ends the closing year enrollment for all students in 12th grade by entering graduation information to the batch. After running this wizard, manually adjust the enrollment for any individual student who did not graduate (continue to next section for instructions).

Select the 15-16 *Calendar* for the high school. Select only *Grade 12*.

Enter the *End Date* (last day of school for seniors), *End Status* (400: *Graduated*), *Diploma Date*, *Diploma Type* (01: *Regular Diploma*) and *Diploma Period* (03: *Four years, or with IEP allowing for longer*).

Click **Run**.

Repeat this for each high school of the district.

Select Calendars

- 15-16 Crow Agency School
- 15-16 Fort Smith School
- 15-16 Hardin High School
- 15-16 Hardin Intermediate
- 15-16 Hardin Middle School
- 15-16 Hardin Primary
- 14-15 Crow Agency School
- 14-15 Fort Smith School
- 14-15 Hardin High School**
- 14-15 Hardin Intermediate
- 14-15 Hardin Middle School
- 14-15 Hardin Primary
- 13-14 Crow Agency School
- 13-14 Fort Smith School
- 13-14 Hardin High School

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date: 08/05/2015

End Status: 400: Graduated

End Action: [v]

Graduation

Diploma Date: 05/29/2015

Diploma Type: 01: Regular Diploma

Diploma Period: 03: Four years or with IEP allowing for longer

Post Grad Location: [v]

Post Grad Plans: [v]

RUN

Select Grades

☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08

☐ 09 ☐ 10 ☐ 11 ☒ 12 ☐ KF ☐ KH ☐ P1 ☐ PK

☐ UE ☐ UH ☐ UM

Select Ad Hoc Student Filter

[v]

To modify a record for an individual senior who did not graduate, choose 15-16 school year, search for the student using the **Search** tab.

Click the **Enrollments** tab. Click the student's 15-16 enrollment record to open it.

Change the *End Status* from 400: *Graduated* to 100: *End of year, returning to same school* or other appropriate status.

Click **Save**.

Afleck, Ben C

Grade: 12 #515676 DOB: 02/25/1997 Gender: M

Demographics | Identities | Households | Relationships

Enrollments | District Employment | District Assignments | Credentials

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
[icon]	12	P	14-15 Hardin High School	08/25/2014	06/05/2015
[icon]	11	P	13-14 Hardin High School	08/26/2013	05/30/2014
[icon]	10	P	12-13 Hardin High School	08/27/2012	05/31/2013
[icon]	09	P	11-12 Hardin High School	08/29/2011	06/01/2012

General Enrollment Information

Calendar: 14-15 Hardin High School Schedule (read only): Main *Grade: 12 Class Rank Exclude: ☐

*Start Date: 08/25/2014 No Show: ☐ End Date: 08/05/2015 End Action: [v] *Service Type: P: Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status: 100: End of year, returning to same school next year

Dropout Reason: [v]

Start Comments: [text area] End Comments: [text area]

Afleck, Ben C
Grade: 12 #515676 DOB: 02/25/1997 Gender: M

Summary Enrollments Schedule Attendance Flags Grades Transcript

Credit Summary Assessment Behavior **Graduation** AdHoc Letters Records

Save

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

State Graduation Record
Earliest Grade 9 Enrollment Information Modified Date: 04/13/2013
Grade 9 Date: 08/29/2011 NCLB Cohort Year: 2015 District Number: 0216 District Name: Hardin Public Schools

Enrollment Data: Hardin Public Schools (0216)
Graduation Detail: Hardin Public Schools (0216)
General Graduation Information
Diploma Date: 05/29/2015
Diploma Type: 01: Regular Diploma
Diploma Period: 04: Graduated in more than four years
Date First Entered the 9th Grade: 08/29/2011
NGA Cohort End Year: 2015
NCLB Cohort End Year: 2015
Post Grad Location:
Post Grad Plans:
State Reporting Graduation Fields
Cohort Grad Year:

Select the **Graduation** tab: Index> Student Information>General>> over to tabs under student name>> Graduation

- If the student did not graduate, remove the *Diploma Date*, *Diploma Type* and *Diploma Period*.

OR

- If the student did not graduate in four years, change just the *Diploma Period*.

Click **Save**.

Note: Post Grad Location and Post Grad Plans are not required.

NOTE: The *following instructions pertain only to those districts that use a file upload* for ending their current enrollments and creating next year's enrollments.

Final steps for all districts can be found on page 17.

END OF YEAR PROCESS – for DISTRICTS USING A FILE UPLOAD PROCESS

Some student information systems create an upload file to complete the data collection described in this guide (except calendar set up and verification, which must be done manually in AIM (see page 2). Contact your student information system vendor for End of Year instructions. Follow their instructions to create an AIM enrollment upload file from your district's student information system.



NOTE: Please follow your local student information system instructions carefully. Failure to follow the instructions provided by your vendor may result in an inability to successfully upload 15-16 enrollment End Dates.

FILE UPLOAD TO AIM

From the **Index**, expand **MT State Reporting**. Select **MT Data Upload**.

From **Import Type**, select **Enrollments**, **Work to Perform**, **Validate and Test File**, and browse for the enrollment file from your district's Student Information System.

Click **Upload** to test and validate the file.

This may be done twice.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will add to or update the current student record in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Recent Changes:

1. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
2. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
3. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
4. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

Import Options

Import Type: **Enrollments**

Work to Perform: **Validate and Test File**

File: C:\Users\cp8882\Documents\DYMO Label\Labels\Layouts\Recent **Browse...** **Upload**

Submit to Batch

Or

Result File: 06/17/2014 14:41:39 (COMPLETE) **Load**

Fix any errors identified on the **Import Results Summary**.

Return to **MT State Reporting/ MT Data Upload**. Select **Import Type: Enrollments**, **Work to Perform: Load Partial File**. Browse for the file.

Click **Upload** to upload the file into AIM.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
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Import Type: **Enrollments**

Work to Perform: **Load Partial File**

File: C:\Users\cp8882\Documents\DYMO Label\Labels\Layouts\Recent **Browse...** **Upload**

Submit to Batch

Or

Result File: 06/17/2014 14:41:39 (COMPLETE) **Load**

FINAL STEPS FOR ALL DISTRICTS

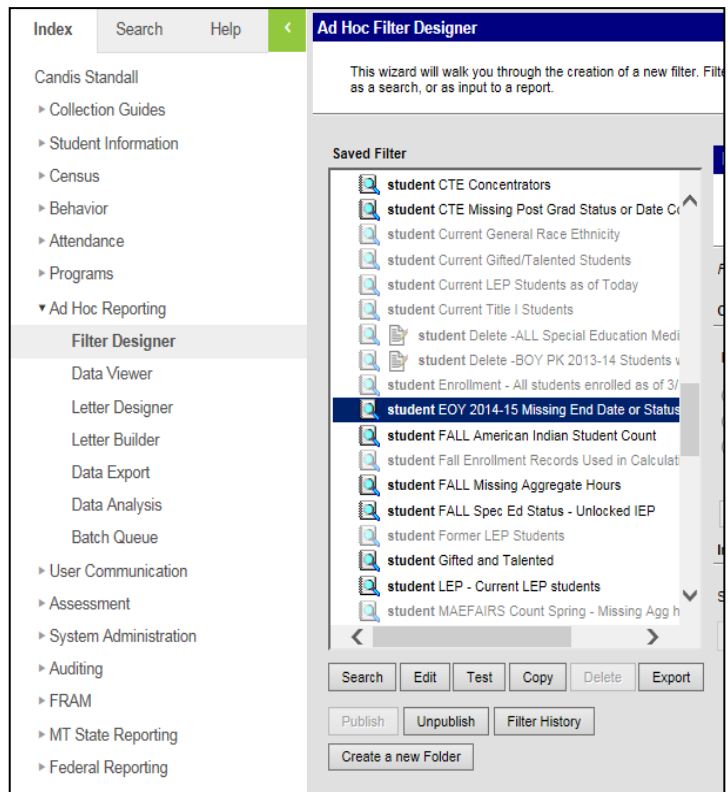
VERIFY DATA USING AD HOC REPORTS

Verify data with State Published Ad Hoc Report: student EOY 2015-16 Missing End Date or Status.

Select **Index>Ad Hoc Reporting>Filter Designer >> expand State Published> select student EOY 2015-16 Missing End Date or Status.**

Click **Test**

This will provide a list of students that are missing their Enrollment End Date and Status. All students must have an end date and status. Correct as needed. **If no results, all data is entered. No action necessary.**



Batch Resync

Selective Sync

☒ Check dependencies

<input type="checkbox"/>	DVS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/> CourseSection			
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/> Day			
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/> BehaviorType			
<input type="checkbox"/>	<input type="checkbox"/> BehaviorResolutionType			
<input type="checkbox"/>	<input type="checkbox"/> BehaviorResponseType			
<input type="checkbox"/>	<input type="checkbox"/> Behavior			
<input type="checkbox"/>	<input type="checkbox"/> CensusContactSummary			
<input type="checkbox"/>	<input type="checkbox"/> ContactLog			
<input type="checkbox"/>	<input type="checkbox"/> Employment			
<input type="checkbox"/>	<input type="checkbox"/> EmploymentAssignment			
<input type="checkbox"/>	<input type="checkbox"/> EmploymentBackground			
<input type="checkbox"/>	<input type="checkbox"/> EmploymentCredential			
<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/> Evaluation			

RESYNC STATE DATA

A data resync is required for all file uploads and recommended before data collection due dates.

Select the current **Year** and **All Schools**.

Select **Index>System Administration>Data Utilities>Resync State Data**.

Check the box for **Enrollment**. All associated boxes will automatically populate.

Click **Send Resync**.
(At bottom of page.)

**Thank you for all you do and please
don't hesitate to contact the AIM Help Desk at
877-424-6681 or 406-444-3495 and/or email
opiainhelp@mt.gov with any questions or concerns.**